

Moose International Quick Guide to Remitting Payments

Courtesy of Moose International Finance Department

Please write **separate checks** for the Statement of Account, Loan Payments, Dues Renewal, and Moose Charities.
Send each payment to the appropriate address or there will be delay in processing and finance charges may be incurred.

Statement of Account

Please Include: Lodge, Chapter, Legion or Association number on your check.

Pay online or make check payable to:

Moose International
Finance Department
155 S. International Dr.
Mooseheart, IL 60539-1173
630-966-2202

Helpful Hints

The Fraternal Unit Billing Report itemizing the New Members' Apps & Dues is sent via email on the 1st of each month. This is a **REPORT ONLY** - these charges will appear on your statement of account. Please pay from your statement of account, use **BLACK INK and no staples or paper clips**.

AR PAYMENTS via credit card or ACH payments can be made through Fraternity section of **LCLweb**.

Loan Payments

Pay online or make check payable to:

Moose International
Finance Department **ATTN: LOANS**
155 S. International Dr.
Mooseheart, IL 60539-1173
630-966-2223

Helpful Hints

Do not combine your payments for Loans and your statement of account. Write LOAN in the memo area

LOAN PAYMENTS via credit card or ACH payments can be made through Fraternity section of **LCLweb**.

Dues Renewal - Payment of Dues

When sending a payment to renew an Active or Expired member Dues, Make a check payable to **Moose International** and mail to:

United States Payments:

Dues Processing Center
Moose International
PO Box **88065**
Chicago, IL 60680-1065

Canadian Payments:

Dues Processing Center
Moose International
PO Box **88067**
Chicago, IL 60680-1067

Be sure to include the member's name, MID#, and new expiration date on the memo line. Limit to **2** members per check.

When possible your pay members' dues online via LCLweb Members > Pay Dues.

630-906-3658

Helpful Hints

Be sure to include the Members' First Name (or Initial), Last Name, Member ID, and the new expiration date in the memo portion on the front of all checks sent to the PO Box. **Do not include more than 2 members per check.**

John Smith 12345678 New Exp 11-30-25
S Jones 87654321 New Exp 09-30-24

Moose International **DOES NOT receive ANY correspondence** that is sent with payments to the PO Box.

Send renewal payments directly to the PO Box, **NOT** to Moose International.

DO NOT MAIL/SEND ANY MONEY when entering these 4 application types in LCLweb: New Member - Reinstatement - Reenrollment

- **New Member** application in LCLweb, collect and deposit any fees and dues.
- **Multimember** application in LCLweb, collect and deposit any fees and dues.
- **RE-ENROLL** application in LCLweb, collect and deposit any fees and dues.
- **REINSTATEMENT** application in LCLweb, collect and deposit the dues.

Your unit will be billed on your **Statement of Account** for the fees and dues for these types of applications.

Moose Charities

Include the Lodge, Chapter, Moose Legion or Association number on the check.

Make checks payable to and mail to:

Moose Charities
155 S. International Dr.
Mooseheart, IL 60539-1100
630-966-2200

Helpful Hints

Make sure payments have the appropriate signatures. WOTM chapters are require to have two signatures.

Also, the corresponding project or fund and designated amount if more than one project **MUST BE NOTED** on the check in the memo area.

Please do not send Moose Charities donations with Moose International payments or to the Dues Processing Center PO Box.